



Governor Janice K. Brewer

# State of Arizona

## Department of Homeland Security



Director Gilbert M. Orrantia

### Reimbursement Instructions for Homeland Security Grant Programs

1. Once the Arizona Department of Homeland Security (AZDOHS) has received signed subgrantee agreements and associated documentation from your organization, a financial specialist will email a pre-populated reimbursement request form in Excel format to the person identified as the financial point of contact within the standard data collection form. This form includes your organization's contact information, project number, line item budget and comes directly from information you supplied during the application process. **Please do not make any changes to this form.** If changes are necessary, please contact your financial specialist. Any unauthorized changes may delay the reimbursement request process. If a budget change request is necessary, please see the "Project Modification Request Form " on the AZDOHS website at:  
<http://www.azdohs.gov/Grants/index.asp>
2. Please complete and sign the reimbursement request form and attach it to your reimbursement package. Be sure to include a contact name and number on the form. This person will be contacted by the AZDOHS for reimbursement clarifications if necessary. A completed form will include: reporting period dates, current period expenditures, year to date expenditures, budget remaining, contact information and signature.
3. In addition to the reimbursement request form, proof of payment is required for each expenditure and matching cost share (if applicable). Sufficient documentation will include:
  - Copies of canceled warrants or Electronic Funds Transfer (EFT) documentation.
  - Payroll records for personnel expenditures (including backfill and overtime).

- Documentation from an official accounting system which documents the payee, date and amount paid and warrant or EFT number.
- Copies of invoices.
- Daily Activity Reports for any overtime or mileage (Operation Stonegarden).

NOTE: Credit or purchasing card statements are not an acceptable form of payment. Stakeholders must show payment made to the creditor issuing the credit or purchasing card.

Travel related costs included in a reimbursement request must adhere to the allowable rate guidelines for the State of Arizona. These guidelines are available on the State of Arizona General Accounting Office website at:

<http://www.gao.az.gov/travel/default.asp>

Reimbursement requests may be submitted as frequently as monthly, but no less than quarterly. When submitting reimbursement requests, a separate reimbursement package should be submitted for each project.

Completed reimbursement requests should be sent to:

Arizona Department of Homeland Security  
Finance & Administration  
1700 West Washington, Suite 210  
Phoenix, Arizona 85007

If you have any questions or concerns, please contact your financial specialist. Finance and Administration contacts are listed below:

<b>Finance</b>	<b>Regions responsible for reimbursement requests</b>	<b>Name</b>	<b>Office</b>
Assist. Director - Finance & Administration		Terry Riordan	602-542-7056
Budget Manager	State Agencies	Quinn Henderson	602-542-1716
Grant & Finance Specialist II	Central and East	Lois George	602-542-7047
Grant & Finance Specialist I	North and West	Jessica Thiers	602-542-7037
Project Specialist	South and Stonegarden	Christina Ambroult	602-542-7036